

CONFIDENTIAL

9 SEP 1968

MEMORANDUM FOR: **Director of Communications**
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

Personnel 15

SUBJECT : **Academic Recruitment**

1. The Academic Recruitment Schedule for the year 1968 - 1969 will be getting under way about 1 October 1968.

2. The Recruitment Division of the Office of Personnel has compiled schedules for each of its recruiters for the next three to five months. The 18 professional recruiters will be contacting a large number of colleges and universities in all sections of the country. They will also be using a revised testing program in the field as a preliminary screening device.

3. This year we are placing greater emphasis on quality and specialized training in the selection of outstanding applicants. We plan to integrate the professional and technical expertise of Agency employees with the work of the professional recruiters, in order to bring about more specialist-to-specialist discussions. In this effort, the Office of Personnel needs the names of university academic or administrative personnel who might assist the recruiters through introductions, etc.

4. Please discuss this aspect of our recruiting program with members of your Staff and encourage them to submit the names of individuals who might be of interest or assistance to the recruiters. The names of such individuals and the Agency employee submitting the name should be submitted to the Deputy Director of Personnel for Recruitment and Placement.

John W. Coffey
Acting Deputy Director
for Support

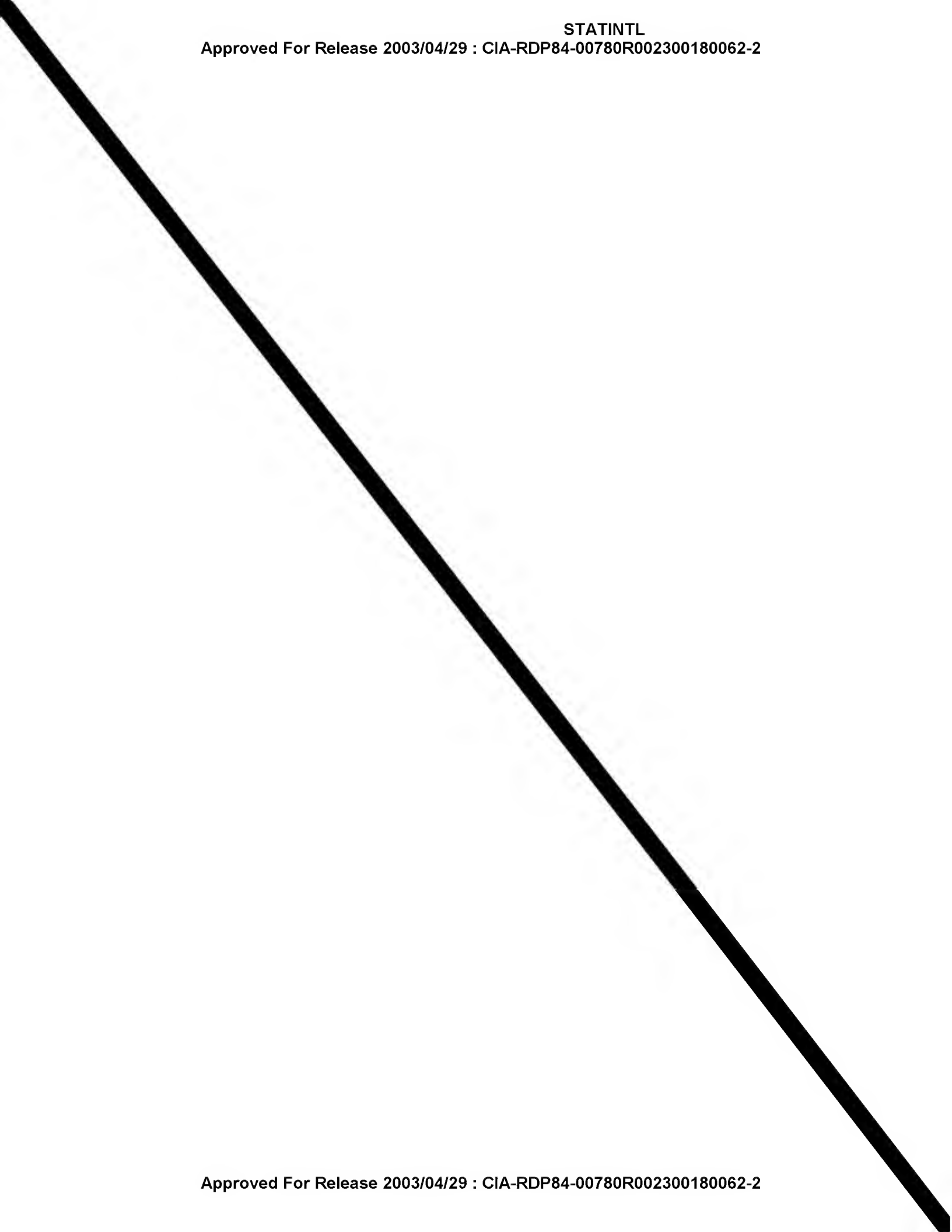
cc: **Deputy Director of Personnel for**
Recruitment and Placement

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GROUP 1
Excluded from automatic
downgrading and
declassification

STATINTL

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